

PART 2057 - TRAINING

Subpart A - FmHA Employee Training and Development Program

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Part 2057 - TRAINING

Subpart A - FmHA Employee Training and Development Program

§2057.1 Legal basis for Federal employee training.

Chapter 41 of Title 5, United States Code, is the basic statute authorizing employee training throughout most of the Federal Government. Executive Order 11348 of April 20, 1967, provides agency heads with additional Presidential direction on the manner in which the general statutory authority is to be used. Chapter 41 of Title 5, United States Code, places responsibility for training specifically with the head of each agency who is authorized and directed to establish needed training programs. In general, authorities granted by the Government Employees Training Act are sufficiently broad and flexible to enable an agency to provide whatever training is necessary to develop the skills, knowledge, and abilities that will best qualify employees for the performance of official duties.

§2057.2 Farmers Home Administration.(FmHA) policy.

It is the policy of FmHA that all employees will be given the opportunity to receive appropriate training to better enable them to effectively perform their assigned duties in an effective manner. Employees will be considered without discrimination for any non-merit reason such as race, color, religion, sex, national origin, age, marital status, physical or mental handicap, or membership or nonmembership in an employee organization.

It is also the policy of FmHA to operate a training program whereby National Office officials, the Assistant Administrator and Director, Finance Office, and State Directors are responsible and accountable for the training of their subordinate employees. They are provided with the resources to accomplish that task. It is the policy of FmHA that in carrying out the above training responsibilities, it is the responsibility of the supervisor (or program manager furnishing the training), with the assistance of the Organization, Management and Training Division, to provide that training in the manner that is least costly and provides the greatest training effectiveness.

§2057.3 Definitions.

- (a) Government. The Government of the United States of America and the government of the District of Columbia.
- (b) Government facility. Any property owned or substantially controlled by the Government and the services of any civilian and military personnel of the Government acting in their official

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capacities. Property that is rented or leased by the Government, or that is loaned to the Government, is considered to be substantially controlled by the Government.

(c) Interagency training. Training provided by one agency for other agencies or shared by two or more agencies.

(d) Non-Government facility.

(1) The government of any State, Territory, or possession of the United States, the government of the Commonwealth of Puerto Rico, and any interstate governmental organization, or any unit, subdivision, or instrumentality of any of the foregoing.

(2) Any foreign government or international organization, or instrumentality of either, which is designated by the President as eligible to provide training under the law.

(3) Any medical, scientific, technical, educational, research, or professional institution, foundation, agency, or organization.

(4) Any business, commercial, or industrial firm, corporation, partnership, proprietorship, or any other organization.

(5) Any person not a civilian or military officer or employee of the Government of the United States or of the government of the District of Columbia.

(e) Training. The process of providing for and making available to an employee and placing or enrolling the employee in a planned, prepared, and coordinated program, course, curriculum, subject, or routine of instruction or education. Training may be in scientific, professional, technical, mechanical, trade, clerical, fiscal, administrative, or other fields which are or will be directly related to the performance by the employee of official duties for the Government in order to increase the knowledge, proficiency, ability, skill, and qualifications of the employees in the performance of official duties.

(f) Meeting or conference. A gathering held to exchange information, discuss problems, or do business.

§2057.4 Categories of training.

- (a) Orientation training. Planned introduction for new employees to the United States Department of Agriculture (USDA) and FmHA.
- (b) Induction training. For new employees or those being given new positions. To give training in the duties of the job.
- (c) Program training. Training related to the mission of FmHA and any changes in policies to meet that mission.
- (d) Clerical, stenographic, secretarial, and other office training. training in these special skills and routines and in the operation of office equipment.
- (e) Administrative, management, and supervisory training. Administrative and management training are to develop the knowledge and skills of the employee in administration and management. Supervisory training is to give an employee the skills and knowledge needed by a supervisor.
- (f) Engineering, technical, and related training. Planned training designed to increase the skills, knowledge, and capabilities of employees in these fields.
- (g) Technician and support training. Training designed to give the employees in technical areas the skills, knowledge, and practice they need.
- (h) Other training. Planned education or training not included in the above categories.

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§2057.9 Responsibilities.

- (a) Administrator. Responsible for establishing an employee development and training program as an integral part of FmHA's overall personnel management program.
- (b) Training Policy Board. Responsible for the overall Agency training policy as delegated by the Administrator and for recommending other related matters to the Administrator.
- (c) Deputy Administrator, Financial and Administrative Operations. Responsible for creating and implementing general policy which lends support to employee development and training.

(d) Director, Organization, Management and Training Division (OMTD).
Responsible for:

- (1) Developing and recommending FmHA training and career development policies and operating procedures.
- (2) Assisting management in the identification of training needs.
- (3) Reviewing FmHA training needs.
- (4) Developing training programs and designing training aids and materials.
- (5) Evaluating FmHA training programs.
- (6) Preparing training forms and reports.
- (7) Maintaining a system to meet reporting requirements.
- (8) Examining training requests for compliance with all applicable laws and regulations.
- (9) Maintaining contact with various training sources to keep current on the latest developments in training and career development.

(e) Deputy Administrators, Assistant Deputy Administrators, and Assistant Administrators. Responsible for:

- (1) Providing adequate training to subordinate employees to effectively perform their official duties.
- (2) Preparing annual training plans.
- (3) Recommending training.

(f) State Directors. Responsible under the Agency's decentralized training program for:

- (1) Conducting an annual training needs analysis.
- (2) Providing adequate training of employees to effectively perform their official duties.
- (3) Establishing training priorities within the Administrator's goals and objectives.

- (4) Preparing and monitoring training budgets.
- (5) Recommending training.
- (6) Delivering training programs.
- (7) Preparing annual training plans.
- (8) Preparing training forms and reports.
- (g) Supervisors. Responsible for:
 - (1) Orientation of new employees.
 - (2) Recommending training for subordinate employees.
 - (3) Preparing annual training plans.
 - (4) Training employees.
- (h) Employees. Responsible for:
 - (1) Requesting training.
 - (2) Satisfactorily completing all training courses.
 - (3) Prompt written notification to supervisors and the authorizing officials whenever training courses will not be completed.

§2057.10 Selection and assignment of employees for training.

FmHA will ensure that eligible employees are given reasonable opportunities for consideration in selections for training.

Merit promotion procedures will be followed in selecting career or career-conditional employees for training that is given primarily to prepare a trainee for advancement and training that is required for promotion.

§2057.11 Authorizing training.

Nominations for training must be authorized by the appropriate authorizing official before the nominee attends the training program. Therefore, any request for training should be received in the authorizing official's office at least 15 working days prior to the scheduled course starting date or nomination deadline to allow time for authorization and processing.

§2057.12 Authority to approve training.

The following officials are responsible for authorizing training:

(a) State Directors and the Assistant Administrator Accounting and Director, Finance Office may authorize training for their employees if the total cost, including tuition, books, materials, travel and per diem (excluding salary), is less than \$2,000 per course and/or the training is less than 80 hours.

(b) The Director of OMTD may authorize training for all employees if the total cost, including tuition, books, materials, travel and per diem (excluding salary), is less than \$2,000 per course and/or the training is less than 80 hours.

(c) The Deputy Administrator, Financial and Administrative Operations may authorize training when the total cost, including tuition, books, materials, travel and per diem (excluding salary), is \$2,000 or more per course and/or is 80 hours or more.

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§2057.17 Allowable expenses-for training courses.

For employees who are to take training courses for official purposes, FmHA may pay costs of salary, tuition, travel, per diem, books, registration fees, and laboratory fees during the period of training to the extent that funds are available. However, these reimbursements are limited, or qualified for certain training situations, as indicated below:

(a) Travel expenses for local courses. For local courses, FmHA may pay transportation expenses of the individual attending the training. Documented parking expenses may also be included.

(b) Limitation on purchase of books. FmHA may pay only for those basic textbooks which are required for each course. The cost of books must be estimated on the training request. Costs for any recommended supplemental texts are to be borne by the employee.

(c) Limitations of payment of course fees. Activity fees and other optional fees are to be borne by the employee. If such fees are required, the Agency may bear the cost.

(d) Limitations of payment of late registration fees. Late registration fees will be paid by FmHA only in cases in which the late registration is the fault of the Agency and when the requesting office has followed appropriate requesting procedures.

§2057.18 Cancellation of, or substitution for, training.

If cancellation or substitution becomes necessary, a memorandum stating the reason for the desired action and the training forms for nomination of a substitute should be submitted through the same channels as the original request and recommendation forms. When time is a factor, cancellation or substitutions should also be telephoned through the appropriate channels. If the appropriate cancellation/substitution action does not take place, the original nominee may be held responsible for reimbursing FmHA for the costs incurred.

(a) Employee's responsibilities. Once the employee has begun the course, or has not cancelled it in time to avoid a cost to FmHA, he/she must submit a memorandum specifying his/her reasons for withdrawing from the course, through his/her immediate supervisor, to the authorizing official, for the official's decision regarding possible reimbursement by the employee of funds expended for the training course (not including salary).

(b) Supervisor's responsibilities. The supervisor is ultimately responsible for ensuring that the employee who withdraws from a course notifies the authorizing official, the educational institution, and other personnel as required. Every effort should be made to obtain a substitute. The supervisor should also forward with the employee's memorandum his/her written recommendation on the validity of the employee's request, and indicate whether he/she is of the opinion that reimbursement should be required of the employee.

§2057.19 Annual training plans.

State Directors, Deputy Administrators, Assistant Deputy Administrators, and Assistant Administrators are responsible for the development and submission of their annual training plans. The requirements for the plan will be established in the materials sent requesting the plans each year as a part of the Resource Management planning process.

§2057.20 Training through non-Government facilities.

The training of employees may be authorized only after the head of the agency or his designee, (State Directors, Assistant Administrator, Accounting and Director, Finance Office, and Director, Organization, Management and Training Division) has determined whether adequate training is not reasonably available from Government facilities. Government facilities must be selected when adequate training is reasonably available from them: non-Government facilities must be selected when adequate training is not reasonably available from Government facilities. The head of the agency or his designee, (State Directors, Assistant Administrator, Accounting and Director, Finance Office, and Director, Organization, Management and Training Division) will determine that

adequate training is not reasonably available from Government facilities when:

(1) Existing agency programs will not adequately meet the need, new programs cannot be established in time to meet the need, and reasonable inquiry has failed to disclose the availability of suitable and adequate programs elsewhere in the Government; or (2) The training programs of Government facilities would be more expensive (because of such costs as travel, salary, and the facility's fee) than the training programs of non-Government facilities which are adequate to meet the need. Before any non-Government training is approved, two conditions must be met. These conditions are: (1) the Agency must have given reasonable consideration to the existing, or reasonably foreseeable, availability and use of fully-trained employees to meet the Agency's need, and (2) the Agency must have determined that adequate training is not reasonably available within the Government to meet the Agency's need.

(a) Limitations. An employee must have a minimum of 1 year of current, continuous, civilian service to be eligible for training in non-Government facilities unless a waiver is granted by the authorizing official.

(b) Not more than 1 year in 10. Time spent by an employee in training thorough non-Government facilities cannot exceed 1 year in the first 10-year period of his or her continuous and noncontinuous civilian service in the Government following the date of initial entrance into the civilian service and in each 10-year period of service thereafter.

(c) Waiver. For employees referred to in paragraphs (a) and (b) of this section, a waiver may be granted. A request for a waiver must accompany the training request.

§2057.21 Agreement to continue in service.

Before an employee is assigned to training through a non-Government facility under the law, he/she must agree in writing to continue in the employ of the Agency for three times the length of the training period. If the employee receives no salary during the training period, he/she must agree to serve the Agency for a period equal to the length of training, but in no case less than one month, unless the training is excepted from such an agreement when:

(a) An employee is selected for training that involves no expense to the Government other than his/her salary.

(b) The head of the Agency considers an exception justified for the following types of employees:

(1) An employee selected for training provided by manufacturers as a normal service incident to initial purchase or lease of their products under procurement contracts.

(2) An employee selected for training that does not exceed 80 hours within a single program.

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(3) An employee selected for training which is given through correspondence courses.

Additional information about continued service agreements can be found in the Federal Personnel Manual, Chapter 410, Subchapter 5-7.

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